



## Assessment & Accountability Announcements - Week of November 4, 2013

There are **SIX IMPORTANT ANNOUNCEMENTS** below regarding: **1)** Michigan Merit Exam Spring 2014 MME Training Information; **2)** Smarter Balanced Field Test Sign Up Still Open; **3)** MME ACT-Approved Accommodations; **4)** Preparing for the WIDA ACCESS for ELLs; **5)** Dynamic Learning Map Pilot Sign Up Information; and, **6)** MI-Access Testing Window Closes Tomorrow.

### 1) Michigan Merit Exam Spring 2014 MME Training Information

New for the spring 2014 administration of the Michigan Merit Examination (MME): training will be offered via pre-recorded webcast. The webcast can be viewed now at [www.mistreamnet.org](http://www.mistreamnet.org).

- a. Go to that page and click on videos in the upper right-hand corner.
- b. Scroll down the page and you will locate the webcast in five separate chapters.
- c. This webcast replaces the in-person training sessions.

All Test Supervisors, Backup Supervisors, and Test Accommodation Coordinators should view the webcast and thoroughly review the training materials. Staff members who are newly appointed staff in these positions are also **required** to register for and participate in a Question and Answer Session via webinar or phone. Dates and start times are listed below. Any school that had a misadministration in 2013 or received a warning letter is also expected to participate in the Q&A session. To participate in a Q&A session, you must pre-register at least 48 hours before the session start time. You will receive a separate email with registration information when the registration window opens. An email confirmation will be sent to you upon successful registration. This confirmation will contain the URL link to join the Q&A session as well as the call in number to be able to hear and ask questions during the Q&A session.

Spring 2014 Michigan Merit Exam (MME) Training Packets were shipped to schools on Monday, October 28, 2013 and are scheduled to arrive on or before October 31, 2013. You should have your training packet to refer to when you view the training webcast.

Question & Answer Sessions Referred to Above	
Date	Start Time
December 10, 2013	9:00 am
December 16, 2013	3:00 pm
December 18, 2013	9:00 am

If you have questions please contact us by email at [BAA@michigan.gov](mailto:BAA@michigan.gov) or call 1.877.560.8378 and select option 3.

**2) Reminder – Smarter Balanced Field Test Sign Up STILL OPEN -- Testers Needed Especially for Grades 8 and 11**

The Smarter Balanced Field Test is an excellent opportunity for schools to participate in a computer adaptive assessment, which measures the breadth of the English Language Arts and Mathematics Common Core State Standards using rich item types. Additionally, the Smarter Balanced Field Test provides schools and districts a valuable opportunity to assess their technology readiness for online testing. While there is a need for all grade levels to participate in the Spring 2014 Smarter Balanced Field Test, there is particular need for 8<sup>th</sup> and 11<sup>th</sup> grade students from Michigan.

Due to action in the state Legislature that enables the Michigan Department of Education to proceed with implementation of the Common Core State Standards, Michigan will be participating in this important field test opportunity. **Participating schools may use this test event toward satisfying the participation requirement outlined in the 22i Technology Readiness Infrastructure Grant.**

If your school is interested in participating in the Spring 2014 Smarter Balanced Field Test, please go to <http://www.formstack.com/forms/fieldtest-recruitment> and complete the registration information. Please submit your school's interest in participating in the Smarter Balanced Field Test by the new Michigan deadline of **Friday, November 8, 2013**.

**3) MME ACT-Approved Accommodations Due November 22**

Students needing ACT-Approved Accommodations will be denied College-Reportable scores from their MME ACT Plus Writing® test if ACT doesn't **receive applications** for *ACT-Approved Accommodations* by Friday, **November 22, 2013**. Applications received after the deadline will not be reviewed by ACT and students will have lost their opportunity to test with ACT-Approved accommodations for Spring 2014.

The procedures and forms for ACT-Approved accommodations are posted at:  
<http://www.michigan.gov/mme>.

All accommodations forms must be signed by the Test Accommodations Coordinator as well as the student's parent/guardian (or they must indicate their verbal approval) and must be accompanied by all required documentation. **Please do not fax information to ACT.** Instead use an overnight or same day delivery service with tracking services to ship directly to ACT at:

ACT State Test Accommodations/61

301 ACT Drive

Iowa City, IA 52243

Telephone: 800/553-6244, ext. 1788

Note: If a student does not meet the criteria for ACT-Approved Accommodations, a *Request for State-Allowed Accommodations* may be completed and returned to ACT (receipt deadline for these applications is **February 12, 2014**). These forms can also be downloaded from the MME website at the URL provided above.

#### **4) Preparing for the WIDA ACCESS for ELLs – Tier Selection**

As the Pre-ID window for the WIDA ACCESS for ELLs approaches, it's time to think about tiers. Although WIDA already uses specific grade-level clusters to group students, there are also three tiers (Tier A, Tier B, and Tier C) within each grade-level cluster for the WIDA ACCESS for ELLs. While the tiers overlap, each tier assesses a different range of language proficiency. Therefore, to ensure the best possible testing experience for each student and the most meaningful results, it is necessary to place each student into the tier that best matches his or her proficiency level.

All students will be pre-assigned a tier designation by MDE based on W-APT scores or prior ELPA scores, if applicable. Students with no previous assessment history will be defaulted to Tier B. Though MDE will be pre-assigning a tier designation to students, teachers and administrators must review the pre-assigned tiers in the Secure Site and update as necessary during the Pre-ID window. Please review WIDA's tier definitions and criteria for tier selection on WIDA's website

at [http://www.wida.us/assessment/access/tier\\_criteria.aspx](http://www.wida.us/assessment/access/tier_criteria.aspx). The WIDA ACCESS for ELLs Pre-ID window opens December 2<sup>nd</sup> and closes on March 28<sup>th</sup>. The WIDA ACCESS for ELLs testing window opens on February 10<sup>th</sup> and closes on March 28<sup>th</sup>. For students pre-identified between December 2<sup>nd</sup> and January 10<sup>th</sup>, test materials and barcode labels will be automatically generated for your school. For students identified after January after January 10<sup>th</sup>, schools will need to order materials directly from WIDA's vendor (MetriTech) and manually enter barcode numbers onto the ACCESS for ELLs answer documents. Specific instructions on the Pre-ID process and how to review and change student tier designation in the Secure Site will be provided prior to the opening of the Pre-ID window.

#### **Preparing for the WIDA ACCESS for ELLs – Determining the use of WIDA Alternate ACCESS for ELLs**

Along with reviewing tier designation for students taking the WIDA ACCESS for ELLs, it's time to think about the WIDA Alternate ACCESS for ELLs. The Alternate ACCESS for ELLs is an individually administered paper and pencil test that is intended only for ELs in grades 1 – 12 who have, or function as if they have, significant cognitive disabilities severe enough to prevent meaningful participation in the WIDA ACCESS for ELLs assessment. The Alternate ACCESS for ELLs is administered during the same testing window as the general WIDA ACCESS for ELLs. IEP Teams must consider the following general participation criteria to decide whether the Alternate ACCESS for ELLs test would be an appropriate assessment for their student:

- I. The student has been classified as EL.
- II. The student has, or functions as if they have, a cognitive disability and is eligible for special education services under IDEA.
- III. The student is working towards alternate achievement standards aligned with Michigan's academic standards, and is participating in Michigan's alternate accountability assessment, MI-Access.

For a more comprehensive overview of the Alternate ACCESS for ELLs, please visit:

[http://www.michigan.gov/documents/mde/WIDA\\_Alternate\\_ACCESS\\_for\\_ELLs\\_434258\\_7.pdf?20131104124226](http://www.michigan.gov/documents/mde/WIDA_Alternate_ACCESS_for_ELLs_434258_7.pdf?20131104124226)

Designating students to take the Alternate ACCESS for ELLs in the Secure Site will occur during the ACCESS for ELLs Pre-ID window. Specific instructions on how to designate students in the Secure Site will be provided prior to the opening of the Pre-ID window.

### Upcoming WIDA Professional Development Events

December 2013			
4*	WIDA ACCESS FOR ELLs TRAINING	9:00-11:00	SOM Library-Lk MI Rm-Lansing
5*	WIDA ACCESS & ALTERNATE ACCESS FOR ELLs TRAINING	8:30-11:30	SOM Library-Lk MI Rm-Lansing
9*	WIDA ACCESS FOR ELLs TRAINING	9:00-11:00	SOM Library-Lk MI Rm-Lansing
10*	WIDA ACCESS & ALTERNATE ACCESS FOR ELLs TRAINING	8:30-11:30	SOM Library-Lk MI Rm-Lansing
16	WIDA ACCESS & ALTERNATE ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx
17	WIDA ACCESS & ALTERNATE ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx
19	WIDA ACCESS & ALTERNATE ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx
January 2014			
7	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
9	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
13	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
14	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
15	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
20	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
21	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
28	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
29	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx

## February 2014

11	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
12	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
17	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
18	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx

\*Space is limited for these in-person sessions. Please email Cristina Rodriguez at [rodriguezc@michigan.gov](mailto:rodriguezc@michigan.gov) to reserve your place and receive travel information. To sign up for any of the WebEx sessions, please email Cristina Rodriguez at [rodriguezc@michigan.gov](mailto:rodriguezc@michigan.gov) with your session preference.

### ***Office of Standards and Assessment 2013-2014 WIDA Professional Development Event Descriptions***

**WIDA ACCESS & WIDA Alternate ACCESS for ELLs training:** This in-person training is geared for district and school assessment coordinators. Topics covered will include: General summative WIDA ACCESS for ELLs structure, review of speaking and writing rubrics, and administration dos and don'ts. A portion of the time will also be devoted to a review of how to administer the Alternate ACCESS for ELLs.

**WIDA Open Question & Answer Session:** These open Q/A sessions with Jennifer Paul, EL Assessment Coordinator and Jason Kolb, WIDA Analyst, will provide an open time for districts and schools to ask any questions or review any assessment materials. The most beneficial way to use these sessions is to first watch the related WIDA webinars outlined in the Professional Development document found at [www.michigan.gov/elpa](http://www.michigan.gov/elpa).

Please continue to monitor weekly communications from Assessment & Accountability for upcoming WIDA updates.

### **5) Dynamic Learning Map Pilot Sign Up Survey -- Link Correction**

Last Thursday, you received information on an opportunity to participate in the upcoming Dynamic Learning Map Pilot Field Test. If your school district is interested in participating, please complete this survey by Monday, November 18, 2013 using this corrected link: [DLM Pilot Survey](#).

For more details on Dynamic Learning Maps, click on the following link: [http://dynamiclearningmaps.org/moreinfo/external\\_pilot.html](http://dynamiclearningmaps.org/moreinfo/external_pilot.html) and choose "Field Testing" or contact Dr. Joanne Winkelman at [winkelmanj@michigan.gov](mailto:winkelmanj@michigan.gov) or Dr. Adam Wyse at [wysea@michigan.gov](mailto:wysea@michigan.gov).

**6) MI-Access Testing Window Closes Tomorrow, Friday, November 8, 2013**

The Fall 2013 MI-Access testing window closes **tomorrow, Friday, November 8, 2013**. No MI-Access testing can occur after this date. The BAA Secure Site Additional Material Orders page remains open for MI-Access return kit material orders, and the deadline to ship all materials back to Measurement, Inc. without penalty is **Wednesday, November 13, 2013**. If these deadlines are not met, it may be necessary to impose the following fees based on when the materials are returned. See table of fees listed below.

Impact	Description	MI-Access Fall 2013 Shipment Dates			
		On or before November 13*	Between November 14 and November 20	Between November 21 and November 27	After November 27**
Fee(s) Charged	Late shipment (per school)	-	\$250	\$250	No Fee**
	Late processing (per answer document)	-	-	\$25	No Fee**
	Missing barcode (per answer document)	\$10	\$10	\$10	No Fee**
Reports	Data files provided	Yes	Yes	Yes	No
	Electronic reports provided	Yes	Yes	Yes	No
	Paper reports provided	Yes	Yes	Yes	No
	Results included for accountability calculations	Yes	Yes	Yes	No

\*November 13<sup>th</sup> is the last day to return MI-Access materials “on time.” On-time shipments will be included in the final 2-3 days of “Accountable Students and Test Verification” window. MI-Access early return shipments (those shipped by November 5<sup>th</sup>) will be included in the full five-day Test Verification window.

\*\*No fee will be assessed because these materials will not be processed and will not be included in data files, electronic or paper reports, or included in accountability calculations.

**Have Other Questions?**

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.